

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	Supervising Deputy Clerk Training Officer	Classification Code:	00401200
Salary Range:	Gr.4423A \$43,309 - \$50,428	Reference Position Number:	2735-10000- 277
Department or Agency Name:	Judicial	Application Period:	November 14 - 23, 2011
Division/Section/Unit:	District Court		
Shifts and Days:	Monday - Friday 1st	Job Location:	Any of 4 County locations
Restrictions/Limitations:	Pending Availability of Funds		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	Judicial, Professional & Technical Employees' Local Union 808		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

- ◆ The title of the position for which you are applying
- ◆ Name of department where you are currently employed
- ◆ Title of your present position and date you entered it
- ◆ Date you entered State service
- ◆ Your business telephone number
- ◆ Present Union Affiliation ***

***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

To perform duties of a courtroom clerk, assist Judges and Magistrates in courtroom, perform supervisory responsibilities and data entry assignments, operate digital recording equipment and assist the Clerk of the County by exercising the statutory powers of a Deputy Clerk and assisting in all areas of operation of the Clerk's office, both civil, criminal and small claims. Pursuant to 8-8-15(b), the Chief Judge of the District Court shall appoint assistant clerks in the various divisions of the District Court to serve at her pleasure. ALL JOB ASSIGNMENTS MAY REQUIRE LATERAL OR BELOW LATERAL RESPONSIBILITIES AS PROVIDED BY ARTICLE II, SEC. 2.1 OF THE JUDICIAL, PROFESSIONAL & TECHNICAL EMPLOYEES UNION, LOCAL 808 CONTRACT.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Graduation from a Senior High School, including or supplemented by courses in typing and/or data processing; knowledge of and/or experience in data processing. Knowledge of all aspects of the operations of a District Court Clerk's Office is essential.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

**Rhode Island District Court
Kevin Spina, Administrator
One Dorrance Plaza
Providence, RI 02903
FAX: 401-458-5230**

TDD#: 401-458-5275

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.